



## Local Public Agency (LPA) Qualification Program Definition of Responsible Charge “It is your project - and your responsibility to keep it moving!”

### Requirements of an LPA Employee in Responsible Charge:

- ◆ Oversees project activities:
  - \* Costs
  - \* Time adherence to contract requirements
  - \* Design & construction quality and scope
- ◆ Able to answer project status questions if called by LDOTD or FHWA
- ◆ Is aware of the qualifications, assignments, and on-the-job performance of the Entity and consultant staff at all stages of the project
- ◆ Reviews financial processes, transactions and documentation for the project
- ◆ Ensures the construction contract is properly recorded in the Clerk of Court 's Office prior to contract work and after construction completion
- ◆ Directs project staff, agency or CE&I consultant to carry out construction project administration
- ◆ Makes or participates in decisions that require change orders or supplemental agreements to the project contract
- ◆ Maintains familiarity of day to day project operations & safety issues
- ◆ Visits and reviews projects on a regular basis (in proportion to the project scope and size )

### New Enforcement of an Existing Rule

#### Responsible Charge—

Federal regulation 23 CFR 635.105 requires that LDOTD and the LPA must provide a full time employee of the public agency to be in "**responsible charge**" of the project. This is not a full time job, but must be an Entity paid employee. This requirement applies even when consultants are providing design or construction engineering & inspection services.

### Key Role of Responsible Charge

- ◆ Primary point of contact for the Entity with the LDOTD Project Manager & District Project Coordinator.
- ◆ Attends all key project meetings—if not in attendance, meeting will be cancelled. LDOTD Project Manager will identify required key project meetings—such as: Project Kickoff meeting, Project field inspection, etc.
- ◆ Must be involved in and/or knowledgeable of key project decisions.

### For More Information Contact:

- ◆ **Ann Wills**—Director of Local Public Assistance (LPA) Programs, LDOTD, phone 225-379-2515, [Ann.Wills@LA.GOV](mailto:Ann.Wills@LA.GOV)
- ◆ **Marie Walsh**—Director, Louisiana LTAP Center, phone 225-767-9184, [mbwalsh@lrc.lsu.edu](mailto:mbwalsh@lrc.lsu.edu)

# Key Duties for LPA Responsible Charge & LDOTD

## Project Initiation—Conceptual / Feasibility

### Entity

- ◆ Develops the Stage 0 Report /Program Application—works with MPO (if applicable)
- ◆ Processes Entity-State Agreement
- ◆ Completes and submits updated reporting form to the DOTD Project Manager with a copy to MPO (if applicable) - reporting required on a regular basis for life of a project

### LDOTD Project Manager/other Personnel

- ◆ Reviews and Approves Stage 0 Report or Program Application
- ◆ Determines type of required Environmental Document
- ◆ Prepares the Entity—State Agreement

## Engineering Contracts (if Federal Funds used in Engineering)

### Entity Responsible Charge

- ◆ Submits scope of services & man-hours for Contract
- ◆ Executes Contract
- ◆ Provides schedule & budget
- ◆ Reviews/approves and transmits invoices
- ◆ Monitors contract time & requests any extensions

### LDOTD Project Manager/other Personnel

- ◆ Reviews scope of services & man-hours
- ◆ Prepares & advertises contract
- ◆ Selects consultant with input from Entity
- ◆ Prepares contract
- ◆ Processes & pays invoices and/or extensions

## Preliminary Engineering

### Entity and/or Design Consultant

- ◆ Prepares Environmental document
- ◆ Obtains required permits
- ◆ Coordinates utility clearance/certifications
- ◆ Completes pre-design form—prepares and reviews preliminary plans
- ◆ Attends pre-design meeting (Responsible Charge from Entity must attend)
- ◆ Sends plans to & works with Utility companies
- ◆ Entity distributes plans internally for review
- ◆ Attends Plan-in-Hand field review (Responsible Charge from Entity must attend)
- ◆ Summarizes comments & provides back to designer & DOTD project manager

### LDOTD Project Manager/other Personnel

- ◆ Processes & obtains Federal approval of Environmental document
- ◆ Checks to ensure permits & utility clearances have been obtained by Entity
- ◆ Schedules & chairs pre-design meeting
- ◆ Reviews preliminary plans
- ◆ Distributes plans throughout LDOTD & FHWA
- ◆ Schedules & Chairs Plan-in-Hand Field Review
- ◆ Distributes notes from field inspection reviews

## Preliminary Engineering: Right-of-Way

### Entity and/or Consultant

- ◆ Prepares preliminary right-of-way maps
- ◆ Attends Joint Plan review meeting (Responsible Charge from Entity must attend)
- ◆ Prepares final right-of-way maps
- ◆ Acquires right-of-way (per state & federal guidelines)

### LDOTD Project Manager/other Personnel

- ◆ Schedules & chairs joint Plan Review meeting
- ◆ Audits right-of-way acquisition by Entity to ensure it has been acquired within all state & federal guidelines

## Final Engineering

### Entity and/or Consultant

- ◆ Prepares final plans
- ◆ Entity Responsible Charge transmits stamped, signed & dated plans, estimates, calculations, Non-standard items specifications, design exception request form (if applicable)
- ◆ Reviews bids
- ◆ Formally responds to LDOTD's request for concurrence
- ◆ Signs & executes contract timely

### LDOTD

- ◆ Reviews final plans & cost estimate
- ◆ Distributes plans throughout LDOTD & FHWA
- ◆ Prepares submittal for letting
- ◆ Advertises & receives bids
- ◆ Reviews bids with Entity & MPO (if applicable)

## Construction

### Entity and/or CE&I Consultant

- ◆ Records contract in Clerk of Court's office
- ◆ Schedules Pre-Construction meeting
- ◆ Attends all meetings when a decision is needed (Responsible Charge from Entity must attend)
- ◆ Ensures project is constructed in accordance with the plans & specifications
- ◆ Reviews & recommends approval of change orders (Responsible Charge)
- ◆ Ensures Work Zone safety
- ◆ Ensures contractor's monthly estimate documentation is provided to LDOTD
- ◆ Pays contractor's monthly partial payments (Responsible Charge)
- ◆ Prepares/submits Cost Disbursement Certification to LDOTD (Responsible Charge)
- ◆ Attends Final Inspection (Responsible Charge)
- ◆ Records Final Acceptance of project in Clerk of Court's office
- ◆ Ensures Final Estimate & complete documentation is transmitted to LDOTD timely

### LDOTD District Project Coordinator

- ◆ Attends Pre-Construction meeting
- ◆ Attends all meetings when a decision is needed
- ◆ Verifies that Entity ensures project is constructed in accordance with the plans & specifications
- ◆ Disburses funds to the Entity, based on monthly estimates
- ◆ Reviews & approves change orders
- ◆ Verifies that Entity ensures Work Zone safety
- ◆ Attends Final Inspection
- ◆ Audits final estimate